



DoD To-be Procurement Process Model

**Phase 2: DoD To-Be Procurement
Process Input/Output Analysis**

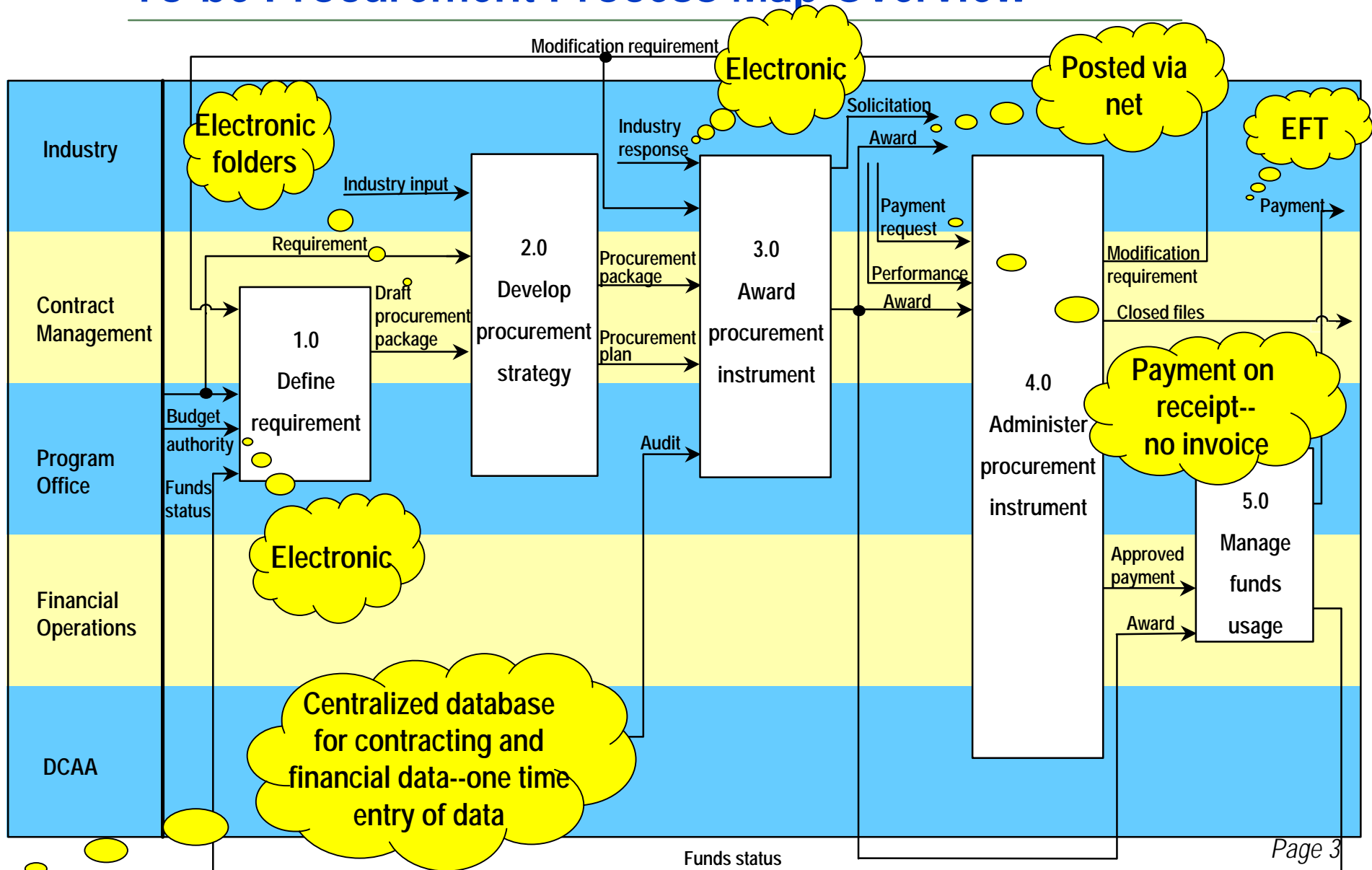
Subgroup Assignment Briefing

December 8-10, 1998

Objective of Phase 2

- **Identify a Complete Set of Inputs/Outputs for the To-Be Procurement Process Model**
 - Describe Each Input/Output
 - Detail Each With Data Elements and Their Sources
 - Map Data Elements to Future Systems
- **Capture Pertinent Business Rules**
- **Identify Issues Concerning Connectivity and Impacts on the To-Be Process**
- **Capture Improvement Ideas and Opportunities**

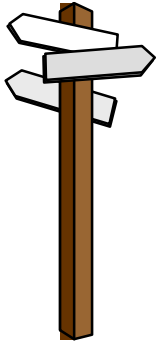
To-be Procurement Process Map Overview



Subgroup Assignments

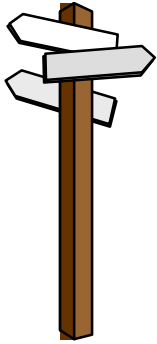
<i>As-is Process Names</i>	<i>1 Procurement Planning</i>	<i>2 Pre Award</i>	<i>3 Post Award</i>	<i>4 Receipts and Payment</i>
1.1 Describe requirement	✓			
1.2 Identify special requirements	✓			
1.3 Provide funding	✓			
2.1 Conduct industry research		✓		
2.2 Develop procurement plan	✓			
3.1 Issue solicitation		✓		
3.2 Communicate with industry		✓		
3.3 Evaluate responses		✓		
3.4 Execute procurement instrument		✓		
4.1 Monitor procurement instrument performance			✓	
4.2 Approve payment				✓
4.3 Close out procurement instrument			✓	
5.1 Establish lines of account	✓			
5.2 Update funds status		✓	✓	✓
5.3 Pay vendor				✓
5.4 Reconcile contract funds			✓	

Approach



1. Refine the List of As-Is Inputs/Outputs for Use in the To-Be Model
2. Describe Each Input/Output
3. Define Each Data Element
4. Document Business Rules, Improvement Ideas and Issues
5. Prepare Outbrief--Improvement Ideas and Issues
6. Present Outbrief (10 Minutes Each Group)

Step1: Refine Inputs/Outputs



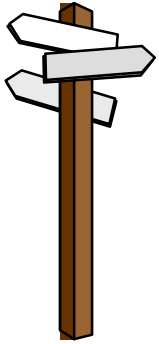
- Clarify Your Subgroup's Scope
- Review Your Assigned Inputs/Outputs
- Add, Delete, Combine Inputs/Outputs for the To-Be Environment and Identify the Purpose of Each

Sample Subgroup Assignment

See handout

For procurement planning																
	1.1 Describe requirement		1.2 Identify special reqmts		1.3 Provide funding		2.2 Develop procurement plan		5.1 Establish lines of account							
Accounting citation			I		O											
Budget authority					I											
Capabilities				I												
Commitment acknowledgement			I													
Procurement package				O												
Funds certification			O													
Modification requirement	I		I													
Procurement plan				O												
Project directive	I				I											

Step 2: Describe Inputs/Outputs



- **Complete Input/Output Description Forms in Mini Groups**
- **Present, Validate and Refine Input/Output Descriptions in Full Subgroup**

Input/Output Description Template

Name of Input/Output		
Purpose of Input/Output		Provides information about ...in order to... (why do you need it in the future?)
Related Processes		
Input to	Output from	
Source/Destination		What system and what role?
Source	Destination	
Data Elements		
The smallest unit of data that has meaning in describing information		

*As-is process name
and number*

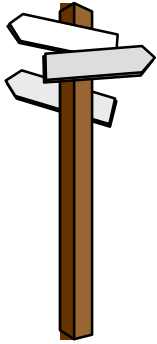
Procurement Process Roles

- Industry--Responsible for Providing Goods and Services
- OSD Comptroller--Responsible for Dispensing Congressional Approved Funding for Goods and Services to Requiring and Logistics Offices
- Requiring Office--Responsible for Defining a Business Need for Goods and Services
- Contracting Office--Responsible for Acquiring Goods and Services
- Contract Administration Office--Responsible for Managing Delegated Contracts
- Financial Manager--Responsible for Ensuring Availability and Proper Use of Funds
- Logistics--Responsible for Operational Support and Sustainment (Identifies Business Needs for Goods and Services)
- Accounting Office--Responsible for Day-to-day Financial Operations
- Payment Office--Responsible for Determining Entitlement and Disbursing Funds
- DCAA--Responsible for Auditing Contractor Costs and Systems

To-Be Systems

- Standard Procurement System (SPS)
- Shared Data Warehouse (SDW)
- Defense Procurement Payment System (DPPS)
- DFAS Corporate Database (DCD)
- Wide Area Work flow (WAWF)
- Central Contractor Registration (CCR)
- DFAS Accounting System (DAS)
- Defense Standard Procurement Disbursing System (DSDS)
- Other

Step 3: Identify Data Elements



- **Compile Potential Data Elements From Input/Output Forms**
- **Complete Data Element Forms in Mini Groups**
- **Validate Data Element Definitions in Full Subgroup**

Data Element Definition Template

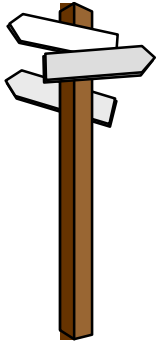
Name of Data Element	<i>Identifies or describes...</i>
Definition of Data Element	
Character Length ____ <input type="checkbox"/> Alpha <input type="checkbox"/> Numeric <input type="checkbox"/> Alphanumeric	
Source of Initial Entry	<i>In which system is it entered initially?</i>
Originator/Owner	<i>Identify which role originates/owns this data element, i.e., is responsible for the contents of</i>

Tips for Defining Data Elements

- Do Not Use Words to Define Themselves
- State What It Is, Not What It Is Not, nor How It Is Used
- Do Not Include Lists*
- Do Not Include Examples*
- Be Concise

*If a list of examples is necessary to aid comprehension, add a second sentence for this purpose

Step 4: Review and Clarify Rules, Issues, Improvement Opportunities



- Review and Clarify Business Rules
- Review and Clarify Connectivity Issues and Implications Regarding the To-Be Process
- Review and Clarify Improvement Opportunities

Business Rule Format

Statement of Business Rule

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**Business rules are statements of fact/law/policy;
they guide/constrain how you do your business**

Example As-Is Business Rules

- The Process of Executing a Legal, Binding Agreement Obligor Funds Shall Not Be Taken Until Funds Are Certified As Available by the Responsible Financial Manager
- Payment on a Legal, Binding Agreement Shall Not Be Made Until the Obligation Is Recorded in the Official Accounting Records
- The Place and Responsibilities for Inspection and Acceptance Are Designated in the Contract; the Designated Activity Is Responsible for Reporting Inspection and Acceptance
- Performance Is Physically Complete at Acceptance

Open Issue Format

Required for presentation

Statement of Issue

Point of Contact/

Subject Matter Expert

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Open issues are those points about which you are
unable to reach consensus or which require further research

Improvement Opportunity Format

Required for presentation

Statement of Opportunity

Related to...

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Note when improvement opportunity
pertains to a specific process, role, or system

Checklist of Deliverables

- ☐ Input/Output Descriptions
- ☐ Data Element Definitions
- ☐ Business Rules
- ☐ Issues
- ☐ Improvement Opportunities
- ☐ Outbrief Materials



Expectations for the Presentation

- Plan for 1 or 2 Presenters From Each Group
- The Objective of Presentation:
 - To Communicate Your Subgroup's Issues and Improvement Opportunities for the To-be Environment
 - So That the Steering Group Will Be Able to Understand and Integrate Your Perspective With the Other Subgroups' Perspectives
- Your Audience Will Include Representatives From the Steering Group; Your Subgroup and Other Subgroups May Also Sit in

Ground Rules for Subgroups

- Focus on the To-be Environment
- Listen Carefully to Others for New Ideas/Insights
- Stick to the Task at Hand
- Manage Your Time Wisely
- Write Legibly!
- Add to This List Within Your Subgroup

Available Resources

- Methodology/Technique Support--
 - Mr Mike Williams and Maj Paul Yandik
 - PricewaterhouseCoopers Staff
- Computers and Projectors--Available in Your Breakout Rooms
- Supplies--Available in Your Breakout Rooms
- Faxes, Copies, Messages--Hotel Business Office/Concierge
 - Phone Number Is 703.845.1010
 - We're in Plaza I, II, III and Beech A and B

Available References

- Subgroup Assignment Briefing (Hardcopy)
- Templates (Electronic and Hardcopy)
- As-Is Process Map, Process Composition and Input/Output Descriptions (Electronic and Hardcopy)
- Improvement Ideas From Phase 1 Meeting (Hardcopy)
- Electronic Commerce/Electronic Data Interchange (EC/EDI) Transaction Sets (Hardcopy Summaries, Electronic Full Text)
- CCR Data Element List (Hardcopy)
- Project Website at www.dcmc.hq.dla.mil/centers/paperless/e2e/index.htm